



PART-TIME INTELLECTUAL PROPERTY ASSISTANT CAMBOURNE

CDT currently requires a part-time IP Assistant to provide administrative support to the members of our Intellectual Property team.

In this role, you will review and classify incoming post and emails from external attorney firms, patent offices and sources within CDT and Sumitomo Chemical. You will enter data into the patent database and general matter system, maintain paper and electronic files and also assist in the collation of information and preparation of documentation, presentations and meetings. In addition to this, you will perform general administrative duties as required.

This role requires previous experience in a busy administration role and the ideal candidate will possess excellent attention to detail, good organizational and interpersonal skills; fluency in written and spoken English and be able to work as part of a dynamic team. Furthermore, you will have a strong knowledge and competency in the use of Microsoft™ Office Software, including Word, Excel, PowerPoint and Outlook. In addition to this, previous experience of working in a law firm, patent practice or a similar professional environment would be advantageous.

This role is offered on a part time basis, working 22.5 hours per week, Monday to Friday. Please note that we require the individual to come into the office each day and will be required to start and end work between 8.30am and 5.30pm.

This is an outstanding opportunity to be part of a dynamic environment where your contribution will earn full recognition and reward. CDT offers a competitive salary and benefits package including 27 days holiday, private health and dental care, life assurance and pension scheme. Please apply with full CV to: The Human Resources Department, CDT Ltd, Building 2020, Cambourne Business Park, Cambridgeshire CB23 6DW. E-mail: careers@cdtltd.co.uk. Please quote the reference 'IP Assistant' in the subject heading.

A full job description is available on request.

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